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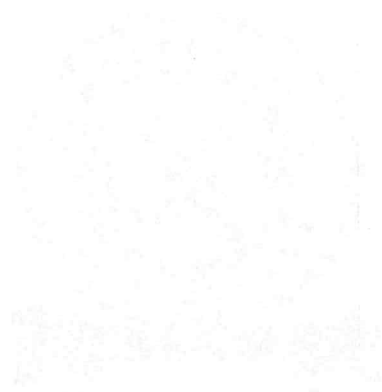
KISII NATIONAL POLYTECHNIC

CAREER SERVICES POLICY

KNP /CSP/14
First Edition 2020

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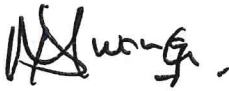

KISII NATIONAL POLYTECHNIC		
CAREER SERVICES POLICY		Policy No. KNP /CSP/14
Principal's Signature		Date 6/5/2021
Approval by Governing Council Chairman's Signature		Date 6/5/2021
Responsible Office	OFFICE OF CAREER SERVICES	

Table of Contents

1.0	HISTORICAL BACKGROUND.....	4
	Vision.....	4
	Mission Statement	4
	Core Values.....	4
	Mandate	5
1.1	PURPOSE.....	5
1.2	SCOPE	5
2.0	DEFINITION OF TERMS AND CONCEPTS	6
3.0	POLICY STATEMENT.....	7
4.0	PREPARATION OF TRAINEES FOR EMPLOYMENT.....	8
5.0	THE GUIDING PRINCIPLES	9
	The career services model.....	9
6.0	TRACKING & MANAGING ALUMNI	10
6.1	Introduction	10
6.2	Establishing an alumni association	10
6.3	Activities and benefits of KNPA.....	10
6.4	Career and alumni services.....	10
6.5	Rules and regulations governing the running of KNPA.....	11
6.6	Staff descriptions & responsibilities	12
6.6.1	Head of Career Services (HOD).....	12
6.6.2	Deputy Head of Career Services	12
6.6.3	Departmental Advisory Committee.....	13
7.0	REVIEW OF THE POLICY	13
	APPENDIX I.....	14
	APPENDIX II	15

1.0 HISTORICAL BACKGROUND

Kisii National Polytechnic was founded in 1971 as a Harambee Institute of Technology. It was registered in 1972 under the Education Act. CAP 212 of the laws of Kenya with the objective of providing technical education and training for youths. It was moved from St. Vincent Centre where it was initially housed, to the current site in 1980. The first buildings to be put up were Woodwork Technology and Mechanical Engineering workshops, Typing Pool, Hostels, Kitchen and Dining hall. The curriculum then was Secretarial and Building technology. The institute was elevated to a national polytechnic in May 2016 through Legal notice No. 93. Since then more courses have been introduced and currently Kisii National Polytechnic offers more than eighty-eight (88) courses in Certificate and Diploma levels.

Science and Technology (S&T) activities have been recognized in the institution since its inception as vital to social and economic development. There has been rapid expansion of Science and Technology since the enactment of Science and Technology Act CAP 250 of the laws of Kenya (1977).

The college is managed by the Governing council and college administration comprising of the Principal, Deputy Principals, the Registrar, the Dean of Students, Heads of Departments and their Deputies. Day to day learning activities in the college is managed by the Departments.

Vision

To be the preferred training institution for technical and vocational skills development

Mission Statement

To develop highly qualified, globally competitive and innovative human resource by providing quality Training, applied Research & extension and Entrepreneurship skills that are responsive to market demands.

Core Values

The Kisii National Polytechnic is committed to and will be identified by the following core values.

- i) Excellence
- ii) Innovativeness
- iii) Team work
- iv) Integrity
- v) Transparency

Mandate

The mandate of the polytechnic is to develop an institution with excellence in training, entrepreneurship, research, consultancy, community service and products with emphasis on technology, its development, impact and application within and outside Kenya.

1.1 PURPOSE

The purpose of this policy is to provide a guidelines on operationalizing the office of career services in Kisii national polytechnic

1.2 SCOPE

This policy applies to all trainees who are pursuing or intending to join KNP for any training programmes.

2.0 DEFINITION OF TERMS AND CONCEPTS

Career: The progress and actions taken by a person throughout a lifetime, especially those related to that person's occupations. It is often composed of the jobs held, titles earned and work accomplished over a long period of time, rather than just referring to one position.

Career path refers to the growth of the employee in an organization or the various positions an employee moves on one by one as he grows in an organization. The employee may move vertically most of the time but also move laterally or cross functionally to move to a different type of job role.

Career pathways are an integrated collection of programs and services intended to develop students' core academic, technical and employability skills; provide them with continuous education, training; and place them in high-demand, high-opportunity jobs

Mentor is individual who is viewed by the mentee as having knowledge, experience and skills that can serve to advance the mentee's professional development, performance capabilities, and leadership potential.

Mentorship is an arrangement in which an individual interested in advancing professional and personal skills and/or leadership capabilities can benefit by establishing a learning arrangement with someone who has more advanced knowledge, skills, and experience in areas that would be beneficial to the individual's learning and skills development

Alumni are a graduate or former student of an educational institution.

Programme means the design of event content, which is multi-dimensional and includes intentions, structure of content, delivery modes, resources and assessment and evaluation modes

3.0 POLICY STATEMENT

The office of career services is mandated to mainstream programmes and provides services in student career development. This shall be achieved through the following ways:

- (a) Career guidance and counseling programmes,
- (b) Academic mentoring,
- (c) Systematic graduate tracker services,
- (d) Provision of career reference resources,
- (e) Enhanced training and industry exposure through attachments and internships
- (f) Increasing employability capacities of students.

To achieve the above stated mandate the following activities will be carried out:

- i. Career development seminars and lectures: organize career fairs (one per year), invite atleast two CEOs per academic year to career forums and conduct a meeting with heads of human resources of reputable companies
- ii. Job fair and on-campus recruitment workshops and conferences
- iii. Resource centre and career related reference materials and internet services
- iv. Career and employment pathways (progression and potential employers) for different training programmes across all levels of learning
- v. Assist students who are intending to change courses make the correct decision.
- vi. Occupational visits to potential and inspirational employment places relevant to the graduates
- vii. Development of communication platforms for sharing information and knowledge on career opportunities, internships, scholarships and jobs including job application packages and job searching bureau
- viii. Conduct Exit and Entry surveys for students
- ix. Regularly update alumni database and graduate tracker services
- x. Undertaking sensitization of employees and students on the OCS (importance and objectives)
- xi. Development and a review of KNP Career Services Policy
- xii. Training of students on curriculum vitae writing and interview etiquette.

4.0 PREPARATION OF TRAINEES FOR EMPLOYMENT.

The office of Career services shall provide information to students on topics that affect career opportunities and advancement such as:

- (a) job search strategies,
- (b) educational and training opportunities,
- (c) occupational outlook information,
- (d) career enhancement materials
- (e) Resume writing, cover letters, and mock interviews
- (f) job etiquettes, professional ethics
- (g) emergence of international labour laws in the digital edge

Therefore the OCS shall be a vital link where multidisciplinary students have a platform to share and learn on how to make a smooth transition from being mere students to being employees under different rules and regulations. The OCS provides such services so as to enable KNP students to have a competitive edge in the job market.

5.0 THE GUIDING PRINCIPLES

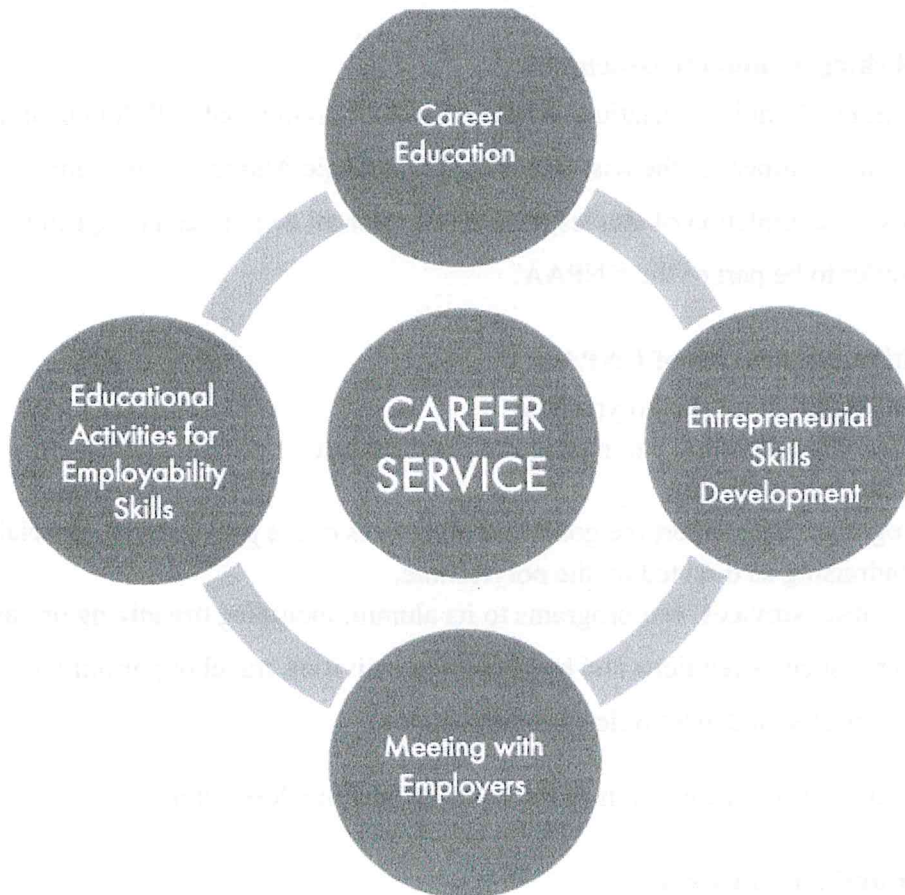
(1) Responsiveness

The career services shall demonstrate the different needs of the students and awareness of the different target market/industry needs and expectations. The career service shall respond to the polytechnic mission and vision as well, and national and international goals.

(2) Trainee centered

The trainee is the center of the entire career services. Trainees are therefore invaluable stakeholders in career service provision. The career services will take cognizant of the experience and expectations to ensure that the curricula start where they are with regard to their entry behavior. The curricula shall contribute to fulfillment of the students professional, social development goals, while ensuring development of skills and expertise for personal fulfillment or preparation for employment.

The career services model



6.0 TRACKING & MANAGING ALUMNI

6.1 Introduction

One of the major mandates of the Office of Career Services (O.C.S) of Kisii National Polytechnic is to ensure effective establishment of an alumni network hence the need to have a clear tracking & managing alumni policy guidelines.

Taking into account the importance of ALUMNI in any institution, the OCS of Kisii National Polytechnic has found it necessary to formulate a policy guideline which assists in the tracking & managing alumni by use of Graduate tracker services.

This document here and after referred to as the Tracking and Managing Alumni guidelines (TMA-G) intends to provide a clear framework on TRACKING AND MANAGING ALUMNI.

The guidelines highlight the mission, vision, track the alumni, benefits to the alumni, integrate alumni inputs/resources into KNP programmes, and establish an Alumni Association.

6.2 Establishing an alumni association

Kisii National Polytechnic Alumni Association (KNPAA) will be established. All Polytechnic students are automatically members of the Kisii National Polytechnic Alumni Association (KNPAA) upon successful completion of studies from KNP. Alumni do not need to opt-in but pay a membership fee in order to be part of the KNPAA.

6.3 Activities and benefits of KNPAA

- (a) Resource mobilization for the Polytechnic
- (b) Networking and socialization amongst alumni and students
- (c) Mentoring and role modeling
- (d) Develop programs that support the goals and objectives of the polytechnic, especially in polytechnic fundraising as directed by the polytechnic.
- (e) Provide activities, services, and programs to its alumni, including organizing on- and off-campus events such as reunions and homecoming activities, travel opportunities, networking, and printed and electronic communications
- (f) To support and further the mission of the KNPAA and the Polytechnic

6.4 Career and alumni services

In providing the mentorship and alumni services, there will be different platforms for engagement

shall be included. These shall include but not limited to:

- ✓ Face to face
- ✓ Linkages with relevant professionals
- ✓ Online networks such as Facebook, twitter, mail etc
- ✓ Forums such as conferences and meetings

6.5 Rules and regulations governing the running of KNPAA

- i. Alumni Governing Council shall be established and their roles clearly stated.
- ii. The council consists of the Chairperson, secretary and other 7 members. To make it a total of 9 for faster decision making through an undivided vote.
- iii. Managing the tracking is done by the Council with consolidation with Office of Career Services of KNP.
- iv. The registration forms (serialized) annex 1, for alumni can be obtained from college's customer care desk or downloaded from the college's website.
- v. The dully filled forms are submitted to the customer care and personal details entered in the register book
- vi. The alumni registration fees are kshs.300 for every member joining the alumni association payable to KNP accounts for graduating cohorts.
- vii. The annual meeting for alumni members is on every second term every year, exact date determined by the alumni governing council.

The Alumni Association must operate in accordance with sound business practices and at a minimum, must;

- i. Obtain the Alumni Association Board's approval of the annual budget and the audited financial statements.
- ii. Cause an appropriate official of the Alumni Association to provide periodic fiscal reports to the Alumni Association Board for its review.
- iii. Develop, administer, and communicate written policies and procedures for all key Alumni functions.

These policies and procedures should, at a minimum, cover the following areas:

- i. cash receipts and disbursements,
- ii. Spending,
- iii. Endowment funds management.

6.6 Staff descriptions & responsibilities

6.6.1 Head of Career Services (HOD)

- i. The Head of Career Services has a very diverse and broad based role to ensure that programs and services are current and focused on the professional development of students.
- ii. OCS provides a holistic approach to professional development and strives for total development of each student. These services are designed to guide the career planning and development of students throughout their polytechnic life and beyond.
- iii. Sets the strategic direction for the Career Center based on the overall Polytechnic goals as well as Student Services goals and objectives.
- iv. The other staff members prepare and execute tactical plans as they are derived from the overall strategic objective.
- v. Serves as an advisor to the Chief Principal regarding career perspectives in various programmes clusters.
- vi. Ensures that our students have access to internship and exchange programme opportunities
- vii. Serves on committees and teams as recommended by the Chief Principal and the management of the Polytechnic

6.6.2 Deputy Head of Career Services

- i. Provide information to students on topics that affect career opportunities and advancement such as job search strategies, educational and training opportunities, occupational outlook information, and career enhancement materials and resume writing. And/or programs on career planning and placement topics.
- ii. Assist students in the development of resumes, cover letters, and mock interviews and make recommendations for improvements.
- iii. Establishes new external partnerships and help students explore cooperative education, internships and professional schools, government jobs, part and full-time employment opportunities.
- iv. Coordinates on-campus interviews for employment opportunities, scholarships and internships.
- v. Assist in developing, implementing and evaluating programs to increase student awareness of and participation in career opportunities.
- vi. Prepares reports and other statistical data as necessary.
- vii. Conducts end of year surveys. Seeks to increase student awareness about career opportunities and document their achievement of learning objectives.
- viii. Assists in the planning and implementation of the Career Fairs as well as other major outreach programming, and other duties as assign by the Chief principal.

6.6.3 Departmental Advisory Committee

A committee formulated to enable smooth running of the office of career services with representation of all the eleven academic departments.

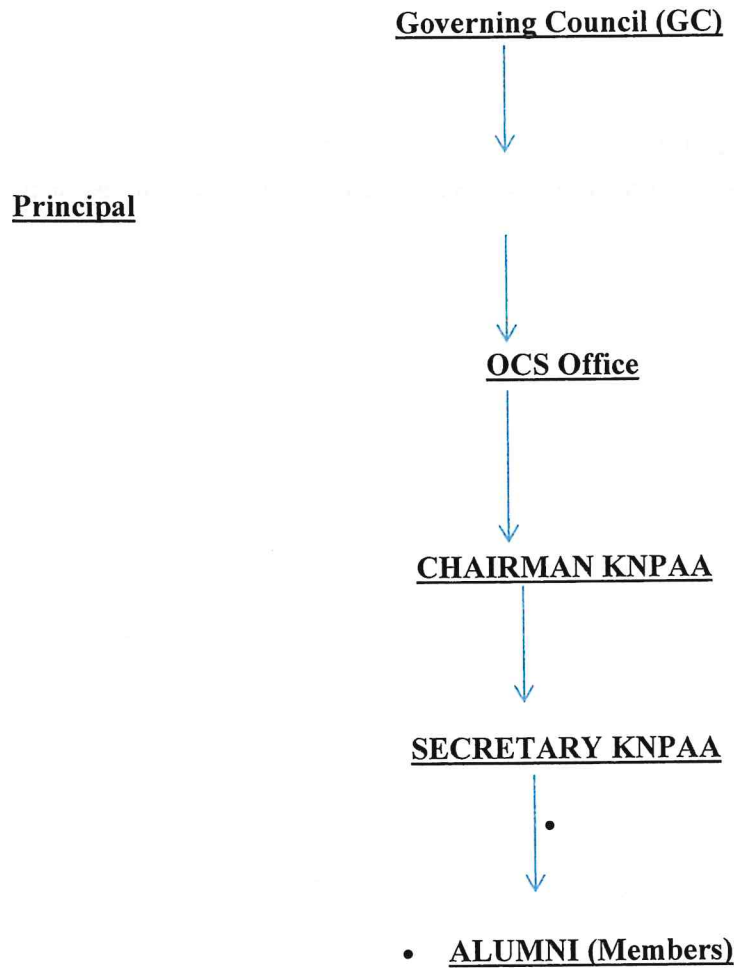
- i. Advise on departmental career needs
- ii. Instrumental in career trends relating to industry
- iii. Point men in specific industry advisory team

7.0 REVIEW OF THE POLICY

This policy shall be reviewed after every five years or at such intervals as may be seen necessary by the management.

APPENDIX I

KNPAA GOVERNING STRUCTURE



APPENDIX II

KNP/IMS/OCS/F002

SER. NO.:

DATA CAPTURE FORM FOR EACH ALUMNUS.

**THE KISII NATIONAL POLYTECHNIC
ALUMNI INVENTORY
INDIVIDUAL DATA CAPTURE FORM**

NAME OF GRADUATE/ALUMNUS:

ADM. NO.....

DATA COLLECTION DATE/20.....

No.	ITEM	DETAILS OF THE ALUMNUS
1	Course enrolled	
2	Department	
3	Sex	
4	Age	
5	Marital status	
6	Telephone	
7	Postal address	
8	E-mail	
9	Parents/Spouse telephone	
10	Social media presence	
11	Current residence [Town & County]	
12	Permanent home [Town & County]	
13	Year of entry to VTC	
14	Year of exit.	
15	Year of graduation	
16	Date when Certificate is Collected.	
17	Employment status	
18	Occupation [if employed]	
19	Current Employer's Name [if employed]	
20	Current Employer's Contact	
21	Number of jobs since completion	
22	How long has been unemployed	
23	In self-employment?	
24	Nature of business if self-employed	
25	Frequency of job search	

26	Methods of job search	
27	Number of jobs applied	
28	Reasons for not getting job [if known]	